

## **Volunteer Application Process**

Everyone is required to complete an orientation before beginning service as a VA volunteer. The 60 minute orientation, is an introduction to the medical center, and covers many of the same topics as employee orientation. The basic purpose of the orientation is three-fold:

- 1) For you to complete the application process.
- 2) To provide information related to the policies, functions and objectives of the Medical Center.
- 3) To provide an understanding of the fundamental principles and procedures of volunteer service in the medical center.

All volunteers are required to receive a tuberculin skin (PPD) test prior beginning their volunteer assignment. PPD tests are administered, free of charge, Monday, Tuesday, Wednesday and Friday from 8:00 am to 12 noon and 1:00 pm- 4:00 pm in Occupational Health, Building 78, first floor, room 1181. Skin tests are read 48-72 hours after they are administered.

You may also provide written documentation from your primary care physician if you have received a TB test within a year or have a history of false positive reaction to a TB test. This documentation should be given to the Occupational Health Department. If you have specific questions, you may call the Occupational Health staff at 781-687-2280.

You will be scheduled for a personal interview and fingerprint session. A background check (paid by the Medical Center) is conducted on all VA volunteers. In addition, all volunteers are entered into the Healthcare Integrity and Protection Data Bank/National Practitioner Data Bank (HIPDB/NPDB) and the List of Excluded Individuals/Entities (LEIE). The HIPDB data bank is a national data collection program for the reporting and disclosure of certain final adverse actions taken against health care practitioners, providers and suppliers and review of professional credentials. The LEIE database provides information to the health care industry regarding individuals currently excluded from participation in Medicare, Medicaid, and all Federal health care programs.

All volunteers also receive a volunteer parking sticker and a photo ID Badge.

Once you are assigned to your new work area, the supervisor assigned to you will provide job specific training.